

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: February 11, 2022

Closing Date: Open Until Filled

******Initial Application Review Date: February 25, 2022******

**PARALEGAL (Legal Assistant)
Fraud and Consumer Protection Division
Office of Impact Litigation, Tobacco Litigation & Enforcement
New Castle County**

The Delaware Department of Justice seeks a Paralegal (Legal Assistant) for the tobacco litigation and enforcement section in the Fraud Division's Office of Impact Litigation in New Castle County. This paralegal will report to the Director of Impact Litigation and be primarily assigned to assist DOJ's Tobacco Counsel in enforcing and litigating all aspects related to the Tobacco Master Settlement Agreement ("MSA"), as well as state and federal statutes and policies regulating tobacco products. This paralegal may also be expected to provide civil litigation paralegal support for the Office of Impact Litigation, including electronic filing of pleadings, briefs and other documents, in both state and federal courts, preparing and maintaining electronic litigation case files, and drafting certain litigation documents and pleadings, and to perform other duties as assigned.

The core function of the MSA is to reduce the incidence of youth consumption of tobacco products. The successful paralegal candidate will have a strong interest in and commitment to combatting the health hazards associated with the use of traditional tobacco and electronic cigarette products.

Responsibilities will include assisting Tobacco Counsel in enforcing the provisions of 29 *Del. C.* § chs. 60(C)-(D) as applied to Tobacco Product Manufacturers; maintaining the DOJ's directory of approved manufacturers and brands; tracking retail sales and escrow deposits; ensuring compliance with past settlements; supporting prosecutions under Delaware's Contraband Cigarette Possession Statute; preparing discovery responses and document productions; responding to written and telephonic inquiries; supporting regulatory enforcement of e-cigarette matters; and establishing and maintaining a positive rapport with counterparts in the tobacco units of other state attorney general offices, partner agencies within Delaware, and other stakeholder agencies.

The ideal candidate will have experience in civil litigation support, including e-discovery, strong written and communication skills, attention to detail, and general proficiency with Microsoft Office 365. Strong candidates will also have a working knowledge of File & ServeXpress, PACER, CM/ECF, Westlaw, Adobe Acrobat Professional, and Relativity (or another document review platform).

Job Requirements:

This position is part of a career ladder series that incorporates Legal Assistant levels I, II and III. Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Three years of employment with the Department of Justice in a similar capacity.
OR

1. Possession of an Associate's degree or certificate in Paralegal Studies from an ABA or Department approved program.
OR

1. A Bachelor's degree in Criminal Justice or a related field.
OR

1. Three years' experience in preparing and maintaining legal documents and case files.
2. Three years' experience in legal research such as researching statutes, regulations, case law and background information.
3. Three years' experience in interpreting laws, rules, regulations, standards, policies, and procedures.
4. Two years' experience in drafting legal documents and such as legal briefs or memoranda of law including presenting facts, setting out and analyzing legal issues and applying legal precedents.
5. Two years' experience in interviewing using structured or unstructured interview techniques to obtain facts, explore issues and identify courses of action.

Please Note: As a condition of employment, all employees must certify that they are fully COVID-19 vaccinated by September 30, 2021; or be required to test for COVID-19 on a weekly basis starting on September 30, 2021. If hired after September 23, 2021, these certifications or requests must be completed during their initial week of employment. This will be in effect until further notice.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or Summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, External applicants must submit résumé and the Delaware Department of Justice application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR External applicants can e-mail a résumé and the Delaware Department of Justice application to DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.

Interviews may be conducted via Zoom or similar video platform.